



## **TOWNSHIP OF LUCAN BIDDULPH**

### **Community Service Representative**

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| <b>POSITION:</b>      | Community Service Representative (1)                                 |
| <b>REPORTS TO:</b>    | Supervisor of Recreation and Bookings                                |
| <b>HOURS OF WORK:</b> | 30 - 40 hrs per week, shifts vary. Afternoons and weekends required. |
| <b>WAGE:</b>          | \$23.61 - \$27.62 (Pay Grade 4)                                      |

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The Township of Lucan Biddulph is a growing community of approximately 6000 residents living in a mixed rural/urban setting in South Western Ontario. We are located just north of the City of London, in Middlesex County. Reporting to the Supervisor of Recreation and Programs, the Township is looking for a friendly and team oriented Community Service Representatives to complement the existing Lucan Biddulph Community Memorial Centre staff.

### **POSITION SUMMARY**

This position will provide customer service to the Township of Lucan Biddulph. The Community Service Representative will be responsible for various tasks while providing quality customer service during operational hours of the Lucan Biddulph Community Memorial Centre.

### **PRINCIPAL DUTIES**

- Provide quality customer service to all patrons entering the Lucan Biddulph Community Memorial Centre
- Efficient use of recreation software to create facility contracts, complete program registrations, and collect data
- Follow cash handling procedures while accepting payments and maintaining accurate records of collection and deposit
- Complete minor facility housekeeping and assist facility users with various needs, assisting with facility set ups.
- Other duties to assist full time staff as assigned

### **MINIMUM QUALIFICATIONS AND SKILLS**

- A minimum of one year of customer service employment, municipal experience is considered an asset
- Demonstrate the ability to work independently and in a team environment
- Ability to interact with the public courteously and professionally
- Keyboard efficiency and capacity to operate or quickly learn relevant computer software and various technology
- Ability to multitask and cope with interruptions
- Current CPR level C with AED and First Aid Certification

### **CONDITIONS OF EMPLOYMENT**

Physical demands require computer work concentration and sitting, standing for extended periods of time, light housekeeping and set up of venue. Work conditions will be indoors.

Qualified applicants are invited to submit a resume and cover letter, no later than 4:30pm on September 9<sup>th</sup>, 2026.

To:

Abby Vandermuren  
Supervisor of Recreation and Bookings  
Township of Lucan Biddulph  
263 Main Street, Lucan ON  
parksandrec@lucanbiddulph.on.ca

We thank each applicant for taking the time and effort to submit your resume; however, only candidates to be interviewed will be contacted.

Artificial intelligence will not be used to screen, assess or select applicants

*The Township of Lucan Biddulph is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.*